

# **Employment Application**

#### Please return to:

Human Resources & Personnel ~ Cherokee County Courthouse 520 West Main ~ Drawer B ~ Cherokee, IA 51012 Phone: 712-225-6305 ~ Fax: 712-225-6187

Please let us know if you do not understand an item or need help completing this form. Note: The County complies with the ADA and considers reasonable accommodation measures that may be

PERSONAL				
Last Name	First Name		Middle Name or Initial	
Address/Mailing	Street	City	State Zip	
Telephone	Cell Phone	Email		
ocial Security #	Driver's License #	Newspaper Job Service	e employment opportunity Agency Educational Instituti tee Other	
701				
Cherokee County is regard to race, o	an equal opportunity emplo	er all items complete oyer. Qualified applicants are reed, religion, age, disability, to Full Time Part time Day Evening Night	ly and accurately. eligible to compete for position	
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Cherokee County is regard to race, or Please check the type of What date are you available Have you ever been employed for yes, in what capacity? Do you have any friends of Are you 18 years of age of Are you a military Veteral	an equal opportunity emploolor, national origin, sex, conference of work you would accept: Shift Preferred: Dole to start? Doyed with Cherokee County be or relatives employed by the Conference of the conference	er all items complete oyer. Qualified applicants are reed, religion, age, disability, v  Full Time Part time Day Evening Night What is your minimum salary v refore? YES NO Reason for  From County? NO YES If yes, in w re you legally able to work in the	ly and accurately. eligible to compete for position veteran's status or sexual orien Summer Tempora Weekday Weekends requirement?	

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the positions(s) applied for may, however, be considered.)



Do you have a High School Diploma or GED? YES NO

		Name and Address of Scho	ool Course of Study	Total # Years	Degree/Diploma
ligh School					
ndergraduate					
ollege					
raduate/Profe	ssional				
ther – Specify					
Business, trade	, etc)				
		on and/degrees, certificates, qualify you for this position.	licenses, endorsements, sei	minars, classes	or other education not
			-		
ease list other ıalify you for t		kills (office machines, typing,	computer, CDL, construc	tion equipment	, etc.) which may help
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	Fluent	Good	Fair
Speak			
Read			
Write			



Please list below all present and past employers over the past ten years, starting with your *most recent* employer. You must complete this section even if attaching a resume.

➤ May we contact your present employer?

YES NO

➤ May we contact your former employers to verify this information?

YES NO

Employer	Dates Employed From / To	Work Performed/Essential Job Functions
Address		
Telephone Number	Hourly Rate / Salary Starting / Final	
Job Title		
Supervisor	Title/Position at Termination	Reason for Leaving
Employer	Dates Employed From / To	Work Performed/Essential Job Functions
Address		
Telephone Number	Hourly Rate / Salary Starting / Final	
Job Title		
Supervisor	Title/Position at Termination	Reason for Leaving
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**EMPLOYMENT** 

Continued.....

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Address	_	
Telephone Number	Hourly Rate / Salary Starting / Final	
Job Title		
Supervisor	Title/Position at Termination	Reason for Leaving

Please list below three persons who have knowledge of your work performance in the last four years. Please include professional references only who are not related to you and are not previous employers.

	Occupation
Address	
Email	Relationship & Years Acquainted
I	Occupation
Address	
Email	Relationship & Years Acquainted
	Occupation
Address	l l
Email	Relationship & Years Acquainted
	Email  Address  Email  Address

## APPLICANT'S STATEMENT

Please read and initial each paragraph, then sign below.

#### \_Complete and Accurate Information

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances of employment. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. If I am employed, I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application, immediate discharge or other legal action, regardless of the time elapsed before discovery. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application.

### Investigation Authorization

I authorize investigation by Cherokee County or other authorized representative into all statements made in this application for employment as may be necessary in arriving at an employment decision. Said investigation may include current/previous employer, US Military, Selective Service, educational institutions, credit, driving, criminal background from any law enforcement agency, references and other background checks. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the county, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities which may at any time result to me, my heirs, family or associates arising out of or in any way related to such examination or revelation. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

#### At-Will Employment

I understand and agree that if I am employed, my employment will be "at-will", which means that the County may terminate the employment relationship at any time, with or without cause and with or without notice, for any reason consistent with applicable state or federal law. The only exception to this provision is the event of a written contract with an employee. I understand that this application is not a contract of employment. I understand that to be employed I must be lawfully authorized to work in the Untied States and that I must show the employer documents that will prove this if an employment offer is made.

## County Obligation

I understand and agree that the County's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the County has agreed to hire me. I understand this application is only for the position I listed on the front of the application. If I would like to apply for another position, I must submit another employment application with any required written information. I understand that the County is under no obligation to hire me as a result of accepting this completed application.

#### \_Testing Authorization

If selected for employment, I understand that a pre-employment drug screen test, pre-employment physical and background check are required and that I must pass these pre-employment tests to be employed by Cherokee County.

### Disclosure to Applicants Concerning Drug/Alcohol Testing

If you are offered a position with the County, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this county. Neither the collector of specimens nor the medical professional who reviews the test results will be a County employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

### County Personnel Policy

I also affirm that if employed by Cherokee County, I will abide by and follow all of the rules, regulations and procedures set forth by Cherokee County and any additional department and contractual policies.

~ ~ Over ~ ~

<b>Discrimination and Sexual Harassment Policy Statem</b> The County of Cherokee will not tolerate any form of unlawful dharassment. Any employee who engages in unlawful discrimination or discipline, up to and including termination. Prohibited sexual harassments advances, requests for sexual favors and other verbal or physical conductive pulses.	
employment; (2) Submission to or action of such conduct by an individual affecting such individuals; or (3) Such conduct has the purpose or effect work performance or creating an intimidating, hostile or offensive work ethat is offensive to an individual, that harms morale, and that interferes business.	ment is defined as follows: Unwelcome sexual et of a sexual nature constitutes sexual harassmen implicitly a term or condition of an individual' ual is used as the basis for employment decision of unreasonably interfering with an individual' environment. Sexual harassment refers to conduct
Equal Employment Statement	
The County is committed to the principles of equal employment oppodecisions based on merit. We are committed to complying with all F employment opportunities, as well as all laws related to terms and commintain a work environment that is free of sexual harassment and disorigin, physical or mental disability, age or any other status protected be make reasonable efforts to accommodate those physical or mental limit undue hardship would result for the County.	Federal, State and local laws providing for equal nditions of employment. The County desires to scrimination due to race, religion, color, national by Federal, State or local laws. The County will
Did you complete this application yourself? YES  If not, who did?	NO
Have you ever been known by any other name(s) that information on this application? YES NO	If yes, please list.
I HAVE READ AND UNDERSTAND THE ABOV AGREE TO BE BOUND BY THEM IF EMPLOYE	
AGREE TO BE BOUND BY THEM IF EMPLOYE	ED BY THE COUNTY.
AGREE TO BE BOUND BY THEM IF EMPLOYE	ED BY THE COUNTY.
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